

VIRTUAL CLASSROOM QUICK START GUIDE

TEST RESULTS

In the BrightShift platform the teacher is the true moderator and he/she control who can talk and share video just as it would be in a physical classroom. For more information on how to keep students and staff safe using Videoconferencing <u>click here</u>.

IMPORTANT NOTES

- The system creates a unique room for each roster.
- The Instructor must launch the Virtual Classroom before any students can join the classroom.
- Students must have a completed profile to enter the classroom.
- Both the instructor and students will need to allow the use of their microphone and camera. (You can still join without a camera and participate.)

Instructors can launch the Virtual Classroom from the Roster Detail Screen:

BrightShift		User Manual Account - Getting Started
Dashboard	Rydell High School (MD)	
Hanage Content	School Administration Instructor Dashboard	
V Score Exams	Roster Detail	
Reports	Back to Instructor Dashboard Launch Virtual Classroom	
LOGOUT	ROSTER / COURSE NAME:	INSTRUCTOR:
	Beginner Math AM	Kim Murdock
Loged in al		SINUS Active Active Active Account of the Ac
	Add/Create New Student(s) Assign Student Tests Import Roster	View Reports
	Save	
	Last First User Name Roster Key Status	Select All

For students to access your virtual classroom they will need to have a complete profile. If they are new to your school you will need to give each student their individual Roster Key which is found on the Roster Details Screen:

BrightShift									User Manual	Account +	Getting Started
C Deabloard Deabloard Since					2019 - 2020 ROSTER TEST SLRAPS: Hath DETINCTIONS: 1. To add students to thin notery, dirk' Add/Create New Students' 1. The add students to thin notery, dirk' Add/Create New Students' 1. The add students to thin notery, dirk' Add/Create New Students' 1. The add students on thin notery of the testing. TIP - Click the "Select All" box to enable test assignments for all students on the note. 4. Save during (click' Save) deprese New York page. 5. Click the Assign Student Tests' botton to proceed to the test assignment page.						
Logged in as KimTesting@test.com	Ad	ód/Create New Stud	ent(s)	lssign Student Tests	Import Ros	ter	View Reports				
	Last Hanks	First	User Name THanks2317	Roster Key KE2-HYE	Status	Profile	Results	Remove	Enable	" Test Assignment	
	Pitt	Brad	BPitt3315	7RT-XRR	Unregistered	Profile	Results	Remove	Enable	Test Assignment	
	Smith	Willow	WSmith5715	QJ7-9CV	Unregistered	Profile	Results	Remove	Enable	Test Assignment	
	Smith	John	JSmith0155	998-TB6	Unregistered	Profile	Results	Remove	i Enable	Test Assignment	
	Spears	Brittany	BSpears5442	CEB-9PK	Unregistered	Profile	Results	Remove	Enable	Test Assignment	
	Save										

The student will need to enter the first name, last name and roster key as they appear on the roster the first time. Once they login they can complete their profile and launch the classroom from their dashboard:

ھ BrightShift	
Student Dashboard	
My Exams Virtual Classroom Edit My Profile Change Password User Manual Logout	
Logged in as THanks	
To join a Virtual Classroom, dick on the "Launch Virtual Classroom" button next to the roster you would like to join.	
Virtual Classrooms	
Kim Murdock	Launch Virtual Classroom
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CLASSROOM CONTROLS

When launching the classroom, you will see the following screen, reminding you to allow video and microphone access:

BrightShift Virtual Classroom needs to use your microphone and camera.

SCREEN SHARING

The instructor can share their screen by clicking on the computer in the bottom left corner:



SCREEN SHARING

The screen sharing window is displayed:

Share your screen

conference.brightshiftinc.com wants to share the contents of your screen. Choose what you'd like to share.



SCREEN SHARING

The instructor will see the number of screens that they have available to select from or they can select one of the other tabs on the sharing screen.

The application window sharing tab allows you select an individual application to share:



SCREEN SHARING

The Chrome tab in the sharing window allows you to share an individual tab in Chrome:

Share your screen						
conference.brightshiftinc.com wants to share the contents of your screen. Choose what you'd like to share.						
	Your Entire Screen	Application Window	Chrome Tab			
9	BrightShift					
G	why does my camera not work on a	zoom - Google Search				
g	BrightShift Virtual Classroom					
g	BrightShift					
0	BrightShift_Instructor_Quick_Start					
0	BrightShift_Instructor_Quick_Start					
			Share Cancel			

MESSAGING

You can chat with all your students at once by clicking on the chat icon in the bottom left corner:



The messaging window shows group messages and individual messages:



MESSAGING

Students can raise their hand by clicking on the hand in the lower left corner:



Those messages show on the instructors screen in the lower left corner:





Clicking on the people icon in the middle of the top of the screen, you will get call statistics:

Speaker stats available for review:

Speaker Stats		
Name	Speaker Time	
Kim Murdock (Instructor) (me)	7m4s	
Brad P.	51s	
Brittany S.	50s	
		Close

The instructor view can be toggled by clicking on the icon:



Title View:



The settings are accessed by clicking on the settings icon:



Clicking on your name brings up the settings screen, with tabs for devices, profile and more. Devices allows you to select the devices you will use for classroom communication:



Profile allows you change your display name:

Settings				
Devices Profile More				
	Set your gravatar email			
Kim Murdock (Instructor)	Enter e-mail			
Authenticate Logged in as 32d2173d-a186-4cc4-af07-47c656 Logout	67a9c65@meet.jitsi Ok Cancel			

More allows you to set moderator settings:

Settings		
Devices Profile More		te de des
Everyone starts muted	English	×
Everyone starts hidden		
Everyone follows me		
		k Cancel

Clicking on manage video quality allows the instructor to determine the video quality:



Share on YouTube allows you to embed the video in the classroom:



Blur my background blurs the background. View keyboard shortcuts:

Keyboard shortcuts

Show or hide video inumbhalis	
Mute or unmute your microphone	M
Start or stop your camera	V
Manage call quality	Α
Open or close the chat	С
Switch between camera and screen sharing	D
Raise or lower your hand	R
View or exit full screen	
Show or hide keyboard shortcuts	
Push to talk	SPACE
Show speaker stats	
Focus on your video	0
Focus on another person's video	1-9
	Close

Clicking on the > in the bottom left corner hides the users:



Clicking the microphone icon mutes and unmutes your microphone:



Clicking on the phone icon ends the meeting:



Clicking on the camera icon turns the camera on and off:





Click on a participant to access the menu:

- Mute
- Kick Out
- Send Private Message
- Control volume



